



King County

EMPLOYEE CHARITABLE CAMPAIGN COORDINATOR (ADMINISTRATOR III)

DEPARTMENT OF EXECUTIVE SERVICES

Part-time Salaried Position at 0.8 FTE

Annual Salary \$60,459 - \$76,635

(Salary to be pro-rated to a part-time schedule)

Job Announcement: 05RR5462

OPEN: 8/29/05 CLOSE: 9/12/05

WHO MAY APPLY: This position is open to all qualified King County employees and the public.

WHERE TO APPLY: Required forms and materials must be sent or delivered to: Human Resources Division, 500 4th Ave., Room 450, Seattle, WA 98104. Application materials must be received by 4:30 p.m. on the closing date (Postmarks are NOT ACCEPTED). Contact Ruben Rivera at (206) 296-3824 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

WHAT DOCUMENTS ARE REQUIRED IN APPLICATION MATERIALS:

- Completed King County [application form and data sheet](http://www.metrokc.gov/ohrm/jobs/), available at <http://www.metrokc.gov/ohrm/jobs/>
- Resume, and
- A letter of interest **describing your qualifications and accomplishments in the types of work listed in the Primary Job Duties section below**. By "accomplishments" we are looking for **specific actions you have taken and results you achieved**.

WORK LOCATION: The downtown core of King County offices; Courthouse, Administration Building, Yesler Building, Exchange Building

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This position is anticipated to be less than full time, working a 32 hour work week and will normally work Monday through Friday, between the hours of 8:00 a.m. – 5:00 p.m.; some weekend and night work may be necessary during periods of heavy workload.

PRIMARY JOB DUTIES: Manage and coordinate the King County "Employee Charitable Campaign", including managing the financial aspects of the campaign, managing and coordinating publicity efforts including establishing and maintaining relationships with private non-profit agency representatives, coordinating the work of campaign volunteers, and developing and managing tools and processes needed to ensure accurate and timely recording and reporting of employee pledges.

- Manage and coordinate the Employee Charitable Campaign. Develop tools and processes to ensure accurate and timely recording and reporting of employee pledges.
- Manage campaign financial aspects.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Develop budget, track expenditures, code and process invoices to ensure accurate accounting and prompt payment. Research and resolve discrepancies. Prepare monthly expenditure reports for senior management.
 - Manage data tracking and coordination of pledges to ensure accurate accounting of employee contributions and accurate and timely distributions to charities.
- Act as primary spokesperson for the Employee Charitable Campaign. Establish and maintain relationships with private non-profit agencies.
- Perform administrative functions for program. Coordinate meeting space; prepare agendas and handouts, meeting minutes, reports and other documents as needed. Record committee actions and distribute meeting minutes. Write, edit, and proofread all correspondence including press releases on behalf of the campaign. Procure goods and services as needed.
- Train and supervise county-loaned executive team. Ensure that team performs work with professionalism, timeliness, accuracy, enthusiasm, and reliability.

QUALIFICATIONS: Competitive candidates will have the ability to work with minimal supervision, either independently or in a collaborative team environment and possess at least the minimum experience as follows:

- Two years experience in fundraising, marketing, sales, personnel communications, and organizing and prioritizing work.
- Two years experience managing financial aspects of a fundraising program; skill in developing and managing tools and processes needed to ensure accurate and timely recording and reporting of employee pledges.
- Demonstrated experience coordinating the work of campaign volunteers.
- Excellent written and oral communication skills which demonstrate the ability to work professionally with many constituencies (e.g. staff, management, non-profit agencies, media and volunteers); skill in working with a variety of individuals from diverse backgrounds.
- Demonstrated success in building, developing, and managing successful fundraising program; experience managing and coordinating publicity efforts including establishing and maintaining relationships with private non-profit agency representatives.
- Demonstrated computer proficiency using Windows and Microsoft Office Suite (Excel, Word, Access, Outlook).
- Ability to properly lift and handle boxes and bags up to 25 pounds.

DESIRABLE QUALIFICATIONS:

- Bachelors degree in business administration, public administration or related degree.
- Two years administrative and budget monitoring and tracking experience.

SELECTION PROCESS: Applicants will be screened for qualifications, clarity and completeness of application materials. The most competitive applicants may proceed to an interview.

UNION MEMBERSHIP: This position is not represented by a labor union.

CLASS CODE: 2810300